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Financial Management

***REIMBURSEMENT PROCEDURES FOR USE
OF PRIVATELY OWNED VEHICLES IN
CONDUCTING OFFICIAL VICINITY TRAVEL***

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This instruction implements AFPD 65-1, *Management of Financial Resources and Services*. It prescribes the policies and procedures to be used in granting reimbursement for vicinity travel in privately owned vehicles for the conduct of official business on and around Minot AFB. It applies to all assigned units at Minot AFB.

SUMMARY OF REVISIONS

Changes and updates organization titles and defines local area (paragraph [3](#)).

1. Policy: To the greatest extent possible, use government vehicles for vicinity travel. Reimbursement for use of privately owned vehicles (POV) is only made when government vehicles are not available and the use of POVs is more advantageous to the government.

2. Procedures

2.1. When transportation is needed, the traveler notifies Vehicle Operations Branch, Dispatch Operations Section for required transportation. If the request is for a period of 72 hours or more, it must be in writing. If a vehicle is not available and a POV is used, the traveler must keep an accurate log of the odometer reading for beginning and ending mileage of each trip.

2.2. Dispatch Operations Section retains all requests for transportation received but not honored due to a lack of transportation and furnishes travelers with statements of nonavailability.

2.3. Not less than once a month, travelers who use POVs in performance of official duty will file a claim with the Finance Office, Travel Pay Section, for reimbursement of mileage using a Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business. Claims are approved by designated orders issuing or approving authorities only when a nonavailability slip is issued by Vehicle Operations Branch and the claim is supported by some form of mileage log.

2.4. Finance honors the claim when it is approved and is filed with the nonavailability slip. Reimbursement is at the rate prescribed in the Joint Federal Travel Regulation, Volume I. See the Joint Fed-

eral Travel Regulation, Volume II, for travel restrictions and further guidance concerning civilian employees.

3. Boundaries

3.1. The following towns are the boundaries for vicinity travel at Minot AFB:

East: To Granville, ND

West: To Burlington, ND

North: To Mohall, ND

South: To Max, ND

3.2. When normal or regular duty is performed outside of the defined vicinity, then the place of duty will be considered in the local area.

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Attachment 1

MINOT AFB VICINITY TRAVEL MAP

Figure A1.1. Minot AFB Vicinity Travel Map

